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To: Field Operations Staff

From: Dave Judkins, Deputy Director of Field Operations
Regina Ashley, Deputy General Counsel

Date: December 2, 2009

Re: Individual Child Placement Agreements for Residential and LCPA Foster Care Placements

This memorandum will provide guidance to field staff in completing Individual Child Placement Agreements (ICPA) for placements into residential and into LCPA foster homes.

For every placement made into a residential program or into a licensed child placing agency (LCPA) foster home, an ICPA must be completed and signed by the Local Office Director. The ICPA for residential is slightly different than the ICPA for LCPAs, so please ensure the appropriate ICPA is utilized. Both ICPAs can be found on the DCS website under the Placement section.

Please follow the instructions below for completion of ICPAs for residential and LCPA foster care placements. **Please note that DCS or Probation must initiate all ICPAs (providers should not be initiating the agreements).**

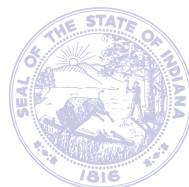
Section 2

Complete the provider information, including the specific program that the child is being placed in.

The program name should match the list of approved contracted residential and LCPA programs that are posted on the DCS website under the Placement section; the link is: <http://www.in.gov/dcs/2334.htm>

Section 3

Complete the child specific information requested. If any information is not available at the time the ICPA is completed, the information must be supplied to the provider as soon as it is available. NOTE: The ICWIS Child ID and the ICWIS Case ID are necessary for payment.



Protecting our children, families and future

Section 4

Complete the length of the child's stay in the program. For residential placements, the maximum length of stay is nine (9) months unless the case plan calls for a longer period of stay. For LCPA foster homes, the maximum length of stay is twelve (12) months unless the case plan calls for a longer period of stay. Stays for longer than the maximum length of stay require a new ICPA.

Section 5 (per diem)

DCS has a master contract with residential and LCPA providers. Each year DCS negotiates rates with the providers and approves a yearly per diem. The approved per diem is the only rate that DCS will pay for placements into residential or LCPA programs. The approved per diem rates are posted on the DCS website under the Placement section; the link is: <http://www.in.gov/dcs/2334.htm>

Residential: Do NOT fill out section 5.b regarding additional services. If any additional services are being requested, a service referral is required. The provider must have a community based contract for the service. All service referrals must be attached to the ICPA and approved by the Regional Manager or his/her designee.

Section 8 of LCPA and Section 9 of Residential

Indicate how frequently you would like reports and the date of the first report.

Signatures

The ICPA must be signed by the provider and the placing agency (DCS or Probation). If Probation is the placing agency, then the DCS local office director must also sign as the payor. The agreement is not enforceable without the appropriate signatures. If additional services are requested, the service referral must be attached to the ICPA and sent to the Regional Manager or his/her designee for approval.

The completed ICPA (and any required service referrals) should be distributed as follows:

1. Original: child's file
2. Copy: Provider
3. Copy: Local DCS office fiscal department

NOTE: When placing in a DCS licensed foster home, a child welfare services referral is needed but an ICPA is not.